

**ROBESON**



**TECHNICAL INSTITUTE**

**1977-1978**

**STUDENT  
HANDBOOK**

### **NONDISCRIMINATION POLICY**

Robeson Technical Institute's Board of Trustees and Staff recognize the importance of equal opportunity in all phases of the institute's operations and has officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, national origin or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations.

## TABLE OF CONTENTS

Calendar — Day .....	2
Calendar — Evening .....	3
Calendar — Veterans Farmer Training Program .....	4
Programs of Study .....	5
Philosophy, Purposes, and Objectives .....	6
Student Services .....	7
Academic Information .....	12
Graduation .....	20
Expenses .....	22
Financial Assistance .....	25
Student Activities .....	29
Campus Regulations .....	30
Helpful Aids Available to Students .....	36
Special Services .....	37
Veterans Affairs .....	39
Student Government Association .....	43
Administrative Staff, Faculty, and Supporting Staff .....	49

## **SCHOOL CALENDAR**

**1977 - 78**

### **DAY CURRICULUM**

#### **Fall Quarter**

September 1	Senior Orientation and Registration
September 2	Freshman Orientation and Registration
September 6	Freshman Orientation and Registration
September 7	Classes Begin
October 3-7	SGA Campaign Week
October 4	SGA Campaign Speeches
October 7	SGA Elections
October 13	Installation of SGA Officers
November 22	End of Fall Quarter
November 23	Instructors' Workday
November 24-25	Thanksgiving Holidays

#### **Winter Quarter**

November 28	Registration
November 29	Registration
November 30	Classes Begin
December 19-30	Christmas Holidays
January 2	Classes Resume
February 21	Cosmetology Show
February 28	End of Winter Quarter
March 1	Instructors' Workday

#### **Spring Quarter**

March 2	Registration
March 3	Registration
March 6	Classes Begin
March 15	Cap, Gown, Invitation, Ring Orders
March 24-27	Easter Holidays
May 23	End of Spring Quarter

### **Summer Quarter**

May 24	Registration
May 25	Registration
May 26	Classes Begin
May 29-31	Instructors' Workshop
July 4	Holiday
August 9	Practical Nursing Pinning Ceremony
August 9	End of Summer Quarter
August 10	Instructors' Workday
August 10	Commencement Rehearsal
August 11	Commencement
August 14-25	Instructors' Vacation

Fall, Winter, Spring Quarters: 55 days, 50 minute sessions  
Summer Quarter: 50 days, 55 minute sessions

## **SCHOOL CALENDAR**

**1977 - 78**

### **EVENING CURRICULUM**

#### **Fall Quarter**

August 31	Orientation and Registration
September 1	Orientation and Registration
September 6	Classes Begin
October 3-7	SGA Campaign Week
October 4	SGA Campaign Speeches
October 7	SGA Elections
October 13	Installation of SGA Officers
November 21	End of Fall Quarter
November 24, 25	Thanksgiving Holidays

#### **Winter Quarter**

November 14	Registration and Fees
November 15	Registration and Fees
November 28	Classes Begin
December 19-30	Christmas Holidays
January 2	Classes Resume
February 21	Cosmetology Show
February 23	End of Winter Quarter

### **Spring Quarter**

February 13	Registration and Fees
February 14	Registration and Fees
February 27	Classes Begin
March 15	Cap, Gown, Invitation, Ring Orders
March 24-27	Easter Holidays
May 16	End of Spring Quarter

### **Summer Quarter**

May 8	Registration and Fees
May 9	Registration and Fees
May 22	Classes Begin
July 4	Holiday
August 8	End of Summer Quarter
August 9	Practical Nursing Pinning Ceremony
August 10	Commencement Rehearsal
August 11	Commencement

## **SCHOOL CALENDAR**

**1977 - 78**

### **Veterans Farmer Training Program**

October 26	Eleventh Quarter Registration
November 7	Eleventh Quarter Begins
November 23, 24	Thanksgiving Holidays
December 19-January 1	Christmas Holidays
January 2	Classes Resume
February 2	Twelfth Quarter Registration
February 7	Eleventh Quarter Ends
February 8	Twelfth Quarter Begins
March 23-27	Easter Holidays
April 24	First Quarter Registration
April 27	Twelfth Quarter Ends
May 1	First Quarter Begins
July 3, 4	Holidays
July 18	First Quarter Ends
July 19	8 Week Summer Break Begins

## **PROGRAMS OF STUDY**

### **Associate Degree in General Education**

General Education Program

### **Associate in Applied Science Degree Programs**

Accounting  
Agricultural Science and Mechanization  
Business Administration  
General Office Technology  
Police Science Technology  
Secretarial, Executive  
Secretarial, Legal  
Secretarial, Medical

### **Vocational Diploma Programs**

Air Conditioning and Refrigeration  
Automotive Mechanics  
Carpentry  
Cosmetology  
Electrical Installation and Maintenance  
Electrical Installation and Maintenance (Option)  
Machinist  
Masonry  
Practical Nursing  
Radio, Television, and Electronic Servicing  
Small Gasoline Engine and Equipment Repair  
Welding

### **Certificate Program**

Developmental Studies

### **Continuing Education Programs**

Adult Basic Education  
Adult High School Diploma  
High School Equivalency (GED)  
Learning Laboratory  
Adult Enrichment Education  
Occupational Extension Education  
Training for New and Expanding Industries

## PHILOSOPHY, PURPOSE, AND OBJECTIVES

Robeson Technical Institute subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open-door institution, it provides a wide range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The institute helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical Institute is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose, the institute provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic, and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities and career aspirations.

To achieve these purposes, Robeson Technical Institute has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
3. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
4. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
5. To provide short-term occupational courses for adults who need retraining or additional job skills.
6. To provide counseling and other guidance services to meet individual needs of the citizens of the area.



## **STUDENT SERVICES**

Robeson Technical Institute provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the institute is to provide an environment wherein each student may achieve maximum development — intellectually, socially, and physically. The services, organizations, and activities are provided as means of contributing to the total growth of the individual.

### **Counseling Service**

Counseling is the process of helping people help themselves. Counselors are available to help students with problems in three broad areas: (1) educational problems, (2) vocational or occupational problems, and (3) personal-social problems. Counselors want to assist students in every way possible. Unless help is asked for, counselors will not know who needs help. If a counselor cannot help a student with a particular problem, the student will be referred to someone who can.

Counseling services are available in the Student Services office, and students are encouraged to make use of this service at any time.

Each full-time student has a faculty advisor. The advisor is available to discuss goals, academic problems, and specific course planning as the need arises. Advisors confer with each advisee each quarter in an effort to maintain appropriate progress throughout the year.

### **Testing Service**

The placement test battery is both an entrance requirement and a counseling tool for placement. These tests are given to all full-time applicants enrolling for the first time. Tests which measure interest areas, personality, intelligence, achievement, and aptitude are available. Individual tests will be administered upon request. Faculty members may request that these tests be administered whenever they feel that the results will be helpful in working with a student. All testing is provided at no cost to students.

### **Veteran Services**

Information and requests pertaining to veteran affairs can be secured from the Director of Veteran Affairs in Student

Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments.

### **Tutorial Services**

Tutorial services are available for those who need extra help with particular subject areas. See your advisor or a counselor in Student Services for further information.

### **Placement Services**

Placement service is available to students seeking part-time or full-time employment. The Director of Student Placement maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. Students and alumni are encouraged to use this service as often as they wish.

### **Procedure on Information Release**

Robeson Tech has adopted the following procedures for compliance with the Family Education Rights and Privacy Act of 1974 (The Buckley Amendment). The institute will assume responsibility to protect students' rights, and appropriate action will be taken whenever changes are necessary.

No answer within 30 days of registration will be the student's permission to publicize his or her name on the President's List, Dean's List, in the yearbook or other school publications, or in releases to the news media.

## **PROCEDURES**

1. A student is defined as:
  - a. One currently enrolled whether attending or not
  - b. One previously enrolled but no longer attending

NOTE: Those excluded are: those whose admission procedures are incomplete, thus not enrolled; and those who had completed their basic admission but never enrolled.
2. A student's record includes:
  - a. Registrar's Office:

The student's permanent file containing:  
... all transcripts of grades and other information on those transcripts.

- ... application
  - ... health record
  - ... mental, aptitude, or achievement test results
  - ... drop/add, withdrawal records
  - ... general information; e.g. correspondence, notifications, etc.
- b. Financial Aid Office:  
Formal or informal records used to determine eligibility for student financial aid and other documents pertaining to the financial status of the individual
- c. Job Placement Office:
- ... Records under the jurisdiction of Robeson Technical Institute with regard to the placement of students or graduates in jobs
  - ... Those records under the keeping of the North Carolina Employment Security Commission are not subject to student viewing except as permitted by the ESC.
3. Release of information to other than students:  
A Written Consent Waiver must be signed and inserted into the student's permanent record before information on that student can be released to any outside source.
4. Procedures for a student wishing to review his record:
- a. The student will file a Student Records Review Request obtained from one of the administrators in Student Services.
  - b. The administrator will set up an agreeable appointment time. Usually this appointment will be within a few days, but in no case longer than forty-five days.
  - c. The student will review his record in the confines of the administrator's office.
  - d. The request form will be marked in a manner that shows that the record has been reviewed. This form will become a part of the student's file.
5. Availability of research and experimental materials:  
When students are utilized in a research study or experimental project, a copy of the materials to be used in that study or project will be available for open inspection. These materials will be kept in the Library at a place designated for them by the Director of the Library or the Vice-President of Student Services.

### WRITTEN CONSENT WAIVER

I hereby waive to Robeson Technical Institute my right of written consent for the release of information contained in my

student records to ..... (person) or

..... (organization).

I fully understand that this waiver governs all information defined as student records by the Institution and the Family Rights and Privacy Act of 1974.

.....  
Signature of Student (First) (Middle) (Last) (Maiden)

.....  
Date

.....  
Birth Date

.....  
Year Attended

.....  
Witness

The information released will be stamped as indicated below:

IN ACCORDANCE WITH PUBLIC LAW 93-380, THE INFORMATION ON THIS RECORD MAY NOT BE RELEASED TO A THIRD PARTY WITHOUT PERMISSION OF SAID STUDENT.

## STUDENT RECORDS REVIEW REQUEST

I request permission to review my student records. I understand that these records will be reviewed in the presence of an administrator in Student Services or a designated substitute. I will not remove from or add to my records any information contained within while I am reviewing them. I, furthermore, understand that this request will be honored with all due speed (within 45 days) in accordance with the Family Education Rights and Privacy Act of 1974.

.....  
Signature of Student

.....  
Date Request Submitted

The request to review my student records has been granted.

.....  
Signature of Student

.....  
Date Request Granted

The records of the above-named student were reviewed by him/her in my presence.

.....  
Signature

.....  
Title

.....  
Date

## **ACADEMIC INFORMATION**

### **Minimum Academic Requirements**

Robeson Technical Institute expects students to achieve satisfactory progress toward the attainment of legitimate academic goals. To meet minimum academic requirements, a student must maintain a cumulative quality point average of 1.5 on all work attempted in his general education, technical, vocational, and developmental programs. To meet satisfactory academic requirements a student must maintain a cumulative quality point average of 2.0. (A QPA of 2.0 is required for graduation.)

He must also demonstrate reasonable progress toward completion of his program.

Each student enrolled in the institute is expected to be aware at all times of his academic status and to be responsible for knowing whether he has met the minimum academic requirements according to the institute's catalog. Furthermore, students need to periodically consult with their advisors concerning academic progress.

### **Academic Probation**

A student who fails to meet the minimum academic requirements of a 1.5 cumulative quality point average will be placed on probation for the next quarter of attendance. A student on probation must earn a quality point average of 1.5 or better on each subsequent quarter of attendance in order to avoid suspension.

Any student on academic probation is required to consult with a counselor and may be required to elect less than full-time load in his next quarter following this action.

### **Academic Suspension**

A student on academic probation who fails to earn a quality point average of 1.5 each subsequent quarter he is in attendance will be subject to academic suspension. Academic suspension will be for two quarters unless the student reapplies for readmission to another curriculum of the college. A student placed on suspension may file a written appeal with the Vice-President of Student Services. The Vice-President, after re-

viewing the appeal, has the right to allow that student to remain in school on probationary status.

A student who does not attain at least a 2.0 quality point average for the quarter following reinstatement to the institute having been on academic suspension will again be suspended from his program of studies. A student who has been placed on academic suspension and achieves a 2.0 average or higher for the quarter following reinstatement must maintain at least a 1.5 quality point average in each subsequent quarter of attendance until his overall quality point average rises to 1.5. Failure to make a 1.5 quality point average in each subsequent quarter will result in academic suspension. A student on suspension may reapply and be accepted by the Admissions Office to another curriculum of the institute.

A student is expected to demonstrate reasonable progress toward graduation by satisfactorily completing at least one-half the credit hours for which he is registered each quarter. The student who fails to meet this requirement for two successive quarters is subject to academic suspension.

Since it is not possible to anticipate when a student will fail to meet this requirements, prior warning cannot be guaranteed. This statement constitutes prior warning for academic dismissal.

### **Quarter System**

Robeson Technical Institute is on a quarter schedule. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The institute is in session five days and four nights a week.

### **Class Schedule**

Basically, all classes, credit and non-credit, are scheduled between the hours of 8:30 a.m. and 11:05 p.m. Monday through Thursday, and 8:30 a.m. to 5 p.m. on Friday. Normally, classes for full-time day students are scheduled between 8:30 a.m. and 4 p.m.

### **Contact Hours**

The contact hours shown in the catalog are minimal. The policy of the institute permits students to enroll in additional

subjects and laboratory work beyond those shown in the catalog.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a degree program and fewer than thirty hours in a diploma program, a student may request additional instructional hours.

### **Credit Hours**

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for every three hours of shop work.

### **Registration**

Students are expected to register for course work at the time specified for each quarter by the Registrar. Formal registration for all curriculum courses is officially closed at the end of five calendar days after the first scheduled day of class. Any exception to this procedure must be approved by the Director of Admissions, and only then by justifiable cause. Registration procedures and Drop/Add Procedures should not be confused.

### **Drop/Add Procedures**

A student may drop or add a course at any time within the first ten calendar days of the quarter under the following provisions:

- a. No penalty will be incurred for dropping a course within the first ten calendar days of the quarter
- b. A student adding a course will be responsible for all make-up work required
- c. The student must contact the Registrar and his advisor and complete a drop/add form.

Any student dropping a course after the drop/add period must have his instructor's consent to withdraw passing; otherwise, he will receive a failing grade. The student is responsible for reporting to Student Services to complete the proper forms.

A student who drops a course after the first six weeks of



the quarter is subject to receive a WF for that course. However, students having a bona fide reason for withdrawal after the first six weeks of the quarter may receive a WP if approved by the Vice-President of Educational Services.

### **Attendance Policy**

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance, and these records will become part of the students' official records. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction. As students are adults with many responsibilities, an occasional absence might be absolutely necessary. However, such absences in no way lessen the students' responsibilities for meeting the requirements of the class.

Students' names will be placed on a class roster once they have officially made their payment for tuition and fees. Students shall maintain attendance in said class, until one of the following occurs:

1. Student Withdraws (He/she officially withdraws. This constitutes student's withdrawal and is effective as of that date.)
2. Administrative Withdrawal
  - A. Student fails to maintain class attendance as described by the instructor's course syllabus
  - B. Consecutive absences due to extreme emergencies without personal contact, or telephone contact with instructor, for a period exceeding ten (10) school days
  - C. The responsible instructor is reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)
  - D. He/she completes the minimum objectives stated for the class, or transfers to another class

### **Withdrawal**

A student withdrawing from school during the academic year should complete the withdrawal form in the Director of

Admissions' Office. Official withdrawal by the student will protect the student's scholastic record, his rights to re-enroll and to transfer credit.

No student's record will be released until his financial obligations are cleared.

### **Re-enrollment**

In order to re-enroll after a student has withdrawn, the student must have satisfied the Business Office and Library of all financial obligations. No student will be permitted to enroll for future quarters when his name appears on the financial delinquent list published by the Business Office.

### **Credit by Examination**

Advanced placement is offered to students who because of their demonstrated abilities, are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in any subject which he can demonstrate a mastery of theory and practical application. Under no circumstances will credit be given when the challenge examination grade is less than "C." Total credits earned by examination shall not exceed 25 credit hours.

The following procedures will serve as guidelines in making application for all proficiency examinations:

1. The following persons will not be permitted to take proficiency examinations:
  - a. Persons who have taken that proficiency examination previously.
  - b. Persons who have either enrolled in and/or dropped from the course.
  - c. Persons who were enrolled in and failed the course.
  - d. Persons who apply for a proficiency examination with less than three weeks remaining prior to the next quarter in which the course is offered.
2. Make application to the Vice-President for Student Services for the proficiency examination.
3. The Vice-President for Student Services will review the student's background and recommend or not recom-

mend that the application be forwarded to the Vice-President for Educational Services.

4. The Vice-President for Educational Services will evaluate the application and consult with the Dean for Degree and Diploma Programs along with personnel in the appropriate subject area. Upon approval of the application, an examination in theory and practicum (where applicable) will be given.
5. After evaluation of the examination by the instructor and the Dean for Degree and Diploma Programs, it is forwarded to the Vice-President for Educational Services with appropriate recommendations.
6. The Vice-President for Educational Services will certify to the Vice-President or Student Services appropriate credit earned.
7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining QPA.

For credit by examination, full-time students are exempt from additional tuition charges. However, part-time students must pay the business office the tuition charge required by the state for each quarter hour credit; this fee is not refundable. A registration form must be completed in Student Services after approval has been obtained to take a course by examination. Fees will be paid in the Business Office.

### **Credit by Transfer**

Robeson Technical Institute may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted, and such courses must parallel the content of R.T.I. courses. Students who wish to transfer from other colleges and technical institutes must be eligible to return to the institution last attended. (Students who wish to transfer within the institute from one curriculum to another must have prior approval from the Director of Admissions before entering the new curriculum.)

The Director of Admissions will evaluate transcripts of pre-

vious education to determine the transfer credit allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record as soon as the student enrolls.

A personal reference letter from the former post-secondary school will be required for transfer acceptance.

### Grading System

The 4.00 quality point system is used to calculate student grade averages.

Grade	Meaning	Quality Points Per Credit Hour
A+ 99-100	Excellent	4
A 95-98		4
A— 93-94		4
B+ 91-92	Good	3
B 87-90		3
B— 85-86		3
C+ 83-84	Average	2
C 79-82		2
C— 77-78		2
D+ 75-76	Poor, but passing	1
D 71-74		1
D— 70		1
F Below 70	Failure	0
WP	Withdrew passing	0
WF	Withdrew failing	0
I	Incomplete, work must be completed within 6 weeks of next quarter; otherwise, F will be recorded	0
	Audit; enrollment as a special or non-credit student	0

## EXAMPLE OF COMPUTING QUALITY POINTS EARNED

Course	Credit	Grade	Quality Points Per Credit Hour	Grade Points Earned
ENG 1101	3	C	2	6
PME 1101	7	B	3	21
MAT 1101	5	A	4	20
PHY 1101	4	F	0	0
DFT 1101	1	D	1	1
	<hr/> 20			<hr/> 48

The quality point average is computed by dividing grade points earned by the total credit hours. In the preceding example, 48 divided by 20 equals 2.40 quality point average. All grades A through F are counted in computing the quality point standing. Credit by transfer and credit by examination are not included in computing the quality point standing.

Students may remove academic deficiencies by successfully repeating necessary courses. When a course is repeated, only the grade on the last course attempt is used in computing the student's quality point standing.

### Grade Reports

Grade slips will be mailed to students at the close of each quarter.

### Honor Lists

The Dean's List and the President's List are published at the end of each quarter. All full-time students who have made all B's and above are on the Dean's List. Students who make straight A's for the quarter are on the President's List.

### Change of Name and/or Address

In order that official records may be kept up to date, change of name and/or address must be reported immediately to the Student Services office.

### **Graduation Requirements**

1. Attain a general average of "C" in all work attempted in degree/diploma programs. (QPA of 2.0)
2. Complete no less than 25 quarter hours at Robeson Technical Institute.
3. Complete all courses specified for a program or degree.
4. Complete all financial obligations to Robeson Technical Institute.
5. Pay graduation fee of \$15. (Covers cost of cap and gown rental, degree or diploma.)
6. Attend Commencement Exercises.

### **GRADUATION**

The Registrar reviews records for each graduate to determine that all qualifications have been met. Among items checked are (1) required courses, (2) credit hours, (3) financial obligations to the institute, and (4) library obligations. A minimum quality point average of 2.0 is required for diplomas and degrees.

Taking an appropriate part in the graduation exercises is an expected requirement for receiving a diploma or degree from Robeson Technical Institute. All students are expected to wear the complete appropriate attire specified by the institute unless otherwise approved by the Vice-President of Student Services. The \$15 graduation fee covers cost of the diploma, cap, and gown. Those students approved to graduate in absentia are not exempt from this fee.

### **Honors**

Graduates who have a cumulative average of 3.5 and above are recognized at the Commencement as graduating with honors.

Commencement marshals shall consist of the seven (7) rising seniors with the highest academic average at the end of their first year of studies. The chief marshal shall be the rising senior with the highest academic average.

## Awards

Appropriately inscribed plaques are presented at Commencement to the graduate with the highest average in the Associate Degree programs and to the graduate with the highest average in the one-year Diploma programs.

Each year the faculty and staff nominate students for Who's Who Among Students in American Junior Colleges based on the student's academic achievement and service to the school. This honor is limited to students in the two-year programs. Certificates of membership are awarded at Commencement.

The faculty and staff select the nominees for Who's Who Among Students in American Vocational and Technical Schools from a one-year vocational or technical curriculum based on academic achievements and service to the school. Students cited for this honor receive certificates of membership at Commencement.

Framed certificates, appropriately inscribed, are presented at Commencement to those students who have shown exceptional service to Robeson Tech. Nominations are made by students, faculty, and staff with a Service Awards Committee reviewing recommendations and making the final selections.

The Wall Street Journal Achievement Award is presented at Commencement to the most outstanding business student, who is chosen by the faculty members in the Business Department.

A silver cup, sponsored by Robeson Office Supplies, is awarded at Commencement to the best all-round graduate from the business area. Nominations are made by students from the business programs and submitted to instructors or related business instructors, who make the final selection for the award. The cup is retained in the school and the winner is given an appropriately inscribed plaque.

Each year at Commencement, Acme Electric Corporation presents an award to the most outstanding graduate in the Electrical Installation & Maintenance program, the Air Conditioning & Refrigeration program, and the Radio, TV, Electronics Servicing program. The selection for each award is determined by the instructors of the individual programs.

A plaque is presented to the most outstanding Practical Nursing student. Three nominees for the award are made by Practical Nursing students — the final selection resting with the Practical Nursing instructors.

## EXPENSES

Robeson Technical Institute receives financial assistance from local, state and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

### Tuition Fees

Tuition fees are governed according to in-state or out-of-state residency, and according to full-time or part-time status.

<b>Full-time</b>		<b>Part-time</b>
<b>(12 or more credit hours)</b>		<b>(Less than 12 credit hours)</b>
In-state	\$ 39.00	\$ 3.25 per credit hour
Out-of-state	\$198.50	\$16.65 per credit hour

To qualify for in-state tuition rates, a student must have lived in North Carolina for at least twelve months immediately prior to his enrollment at Robeson Tech. Residing outside the state while in service does not necessarily change residency status. Proof of residency rests with the student.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in **A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes**. Each enrolled student is responsible for knowing the contents of that manual, which is the controlling administrative statement of policy on this subject. Copies of the manual are available on request in the offices of Student Services, Business Office, and in the Library.

### Student Activity Fee

Fall, Winter and Spring Quarter

Each student enrolled in twelve quarter credit hours or more (full-time) will pay a \$5 student activity fee per quarter.



Part-time students will pay activity fees according to the following schedule:

- 1-4 Quarter Credit Hours — \$1.50
- 5-7 Quarter Credit Hours — \$2.00
- 8-11 Quarter Credit Hours — \$3.00

#### **Summer Quarter**

Each student (full-time or part-time) will pay a \$1 student activity fee.

The activity fee is due and payable at the above-stated amount at the registration for each quarter. The fee is non-refundable.

For all full-time students, \$3 of this fee will go toward accident insurance. The accident insurance will cover hours in school and transportation to and from school. Part-time students desiring this insurance may also receive this insurance by making payment to the Business Office at the time of registration. This cost is non-refundable. Part-time students are urged to take advantage of this insurance, since neither the technical institute nor the state of North Carolina carries insurance to cover any student for accidents or otherwise.

The remainder of the student activity fee is to be used by the Student Government Association for such items as student publications, entertainment, athletic equipment, and other activities.

#### **Graduation Fee**

A graduation fee of \$15 is charged each graduate in full-time curricula. This fee is paid at the student's last registration prior to graduation, and covers the cost of diploma, cap and gown.

#### **Breakage Fee**

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for damage to such items and may be subject to disciplinary action.

## **Refund Policy**

Tuition refund shall not be made unless the student, in the judgment of the institute, is compelled to withdraw from school for unavoidable reasons. In such cases, two-thirds of the tuition may be refunded if a student withdraws within the first ten calendar days of the quarter. In cases where courses of curricula fail to materialize, all of the student's tuition shall be refunded.

## **Textbooks**

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$25 for diploma programs and \$40 for degree programs.

## **Business Office**

The payment of fees, sale of books, supplies, and materials, receipt of loans, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8:30 a.m. to 5 p.m., Monday through Friday.

Unpaid obligations to this office become a part of the student's school record until they are cleared.

## **Late Registration Fee**

A late registration fee of \$5 will be charged all students who register after the announced registration time.

## **Student Insurance**

A group policy providing insurance protection is maintained in effect by the institute. The cost is covered from the activity fee for all full-time students, the payment of which has been approved by the Student Government Association.

It is in the best interest of all students to provide some measure of insurance protection. Those who do not pay the \$5 activity fee may purchase this accident insurance for \$3.50 per year.

## **School Ring**

Students may purchase school rings after completing half the credit hours required for graduation.

### **Commencement Invitations**

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

## **FINANCIAL ASSISTANCE**

Robeson Technical Institute's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at Robeson Tech is able to supplement his own resources and the resources of his family in order to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student to resolve his financial difficulties.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

### **Institutional Scholarships**

A number of scholarships are offered to students attending Robeson Technical Institute by civic organizations, service clubs, and individual donors. These awards are made on the basis of need on a first-come basis subject to the availability of funds. No award is made until a student has completed all

of the admission requirements and has been accepted for enrollment.

The Financial Aid Committee is composed of the Financial Aid Officer, two representatives from the staff and faculty, and one representative from the Business Office. The committee meets periodically, beginning in the early spring, to consider requests and to make awards.

Students who encounter difficulty at any time during the year should confer with the Financial Aid Officer in Student Services.

### **The Bruce Boney Stephens Memorial Award**

The family of Bruce Boney Stephens has established a revolving memorial fund for students who need short loans for financial emergencies. Further information may be obtained from the Director of Financial Aid in Student Services.

### **Social Security**

Benefits may be paid to students under 22 years of age who have one or more deceased or disabled parents that were covered by Social Security. Contact the nearest Social Security Office for further information.

### **Vocational Rehabilitation**

Any physically handicapped person may be eligible for financial assistance covering fees, books, and supplies. If a prospective student has any physical limitation, the student may contact the nearest office of the N. C. Vocational Rehabilitation, or make his request through the office of Student Services.

### **North Carolina Student Incentive Grant (NCSIG)**

Legal residents of N. C. accepted for enrollment or enrolled full time, in good standing, in an undergraduate program of study may apply. The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education, but may not exceed \$1,500 per academic year. Applications must be received not later than March 15. Applications received after March 15 will be processed if funds are available.

This program is administered for N. C. State Education Assistance Authority by College Foundation, Inc.

### **Veterans and War Orphans**

Veterans' widows, and children of deceased veterans who wish to enroll under Chapters 31, 34, and 35 of U. S. Code 38 may be admitted to Robeson Technical Institute and approved to receive educational benefits if requirements established by the Veterans Administration are met. Public Law 634 (applying to disabled veterans) is also part of these chapters. Any person wishing to attend R.T.I. under any of the laws relative to veterans and their dependents should contact the Veterans Service Office in Lumberton or the Office of Veterans Affairs at R.T.I. for complete information.

### **Comprehensive Employment and Training Act**

Funds may be available to students from low-income families through the Employment Security Commission. The student may be paid a subsistence allowance, travel, dependent allowance, and training allowance. Contact the nearest Employment Security Commission office.

### **Plan Assuring College Education (PACE)**

This special state-wide summer program provides jobs near the homes of North Carolina students. It assures the eligible work/study student of summer employment, with the understanding that a substantial portion of the earnings must be saved for college expenses the following academic year. Students who are interested in this program should contact their high school guidance counselor or the Director of Financial Aid at Robeson Technical Institute.

### **College Work/Study Program**

Under this federally-funded program, students from low-income families may be employed on a part-time basis by the institute to help pay for their college expenses.

An effort is made to assign students to jobs related to their fields of major study or to utilize their special interests and skills. At R.T.I., students may work up to 15 hours weekly while attending class full time. Eligibility is determined by enrollment

and financial need. For further information, contact the Student Financial Aid Office at Robeson Technical Institute.

### **Vocational Work/Study Program**

Similar to the College Work/Study Program, this program provides part-time employment to full-time students in an occupational education program.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

### **Basic Educational Opportunity Grant Program (BEOG)**

The Basic Educational Opportunity Grant Program is a federal aid program designed to provide assistance to those who need it to attend post high school educational institutions.

The maximum award a student could receive under this program is \$1,400 minus the amount the student and his family are expected to contribute toward the cost of his education (family contribution).

Your actual grant, however, may be less than this maximum award. The family contribution is determined by filling out a BEOG application form and mailing it in the provided envelope. A BEOG application form can be obtained from high school counselors, at post offices, libraries, or by contacting the Student Financial Aid Office.

### **College Foundation, Inc. (Guaranteed or Federally Insured Loans)**

Legal residents of N. C. enrolled full time may borrow through College Foundation up to \$7,500 for undergraduate study or vocational/technical training. The maximum loan for an academic year cannot exceed the total cost of education less other financial aid received. The annual percentage rate is 7% simple interest. Applications should be received by College Foundation at least 45 days prior to the beginning of a school term to assure notification before registration.

## STUDENT ACTIVITIES

### Student Government

The Student Government Association is composed of all curriculum students who are enrolled at Robeson Technical Institute. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the student government organization in the Community College System. SGA advisors are members of the faculty and/or staff.

The following student-related programs, with approximate costs, have been recommended as expenditures from the activity fee for the 1977-78 school year:

Dues, Travel, Subsistence .....	\$ 900.00
Annual, School Pictures .....	4,000.00
Insurance .....	3,500.00
Dances, Socials, Field Day .....	3,500.00
Telephone, Supplies .....	150.00
Student Handbook .....	1,500.00
Athletic Activities .....	1,000.00
<b>TOTAL .....</b>	<b><u>\$14,550.00</u></b>

### Dances

Several dances under the sponsorship of the SGA are held each year, depending on the wishes of the students. A portion of the activity fee is budgeted to cover costs.

### Field Day

Student Services sponsor a Field Day in the early fall. Competitive outdoor activities and sports and a cook-out are ar-

ranged. Upon approval of the Administration, the SGA may elect to have another Field Day in the spring.

### **Student Publications**

The annual, **Directions**, gives a pictorial view of the students and their activities of the year. Any SGA member is eligible for participation on the yearbook staff.

### **Athletics**

In the past R.T.I. has had basketball and softball teams playing in the local league. These and other sports may be organized upon request of a sufficient number of students. The R.T.I. campus provides room for expansion and is adding those activities requested that are within budgetary limits and school policy.

### **Special Events**

The Student Government may sponsor other activities such as socials, films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

### **Clubs**

The Student Government sponsors formation of clubs according to student interest. Information may be secured from Student Services or the president of the SGA.

## **CAMPUS REGULATIONS**

### **Smoking, Eating, Drinking**

Smoking, eating, and drinking are allowed in the Student Lounge and on outside areas of the campus, but not in classrooms, shops or laboratories. There are ash trays, receptacles, and trash containers throughout the campus. If you smoke, eat, or drink, be considerate of others and use the containers available to dispose of trash.

### **Visitors**

We welcome all visitors. Direct all visitors to the office of



the President or to the office of Student Services. Visitors must be accompanied by a "tour guide" and are subject to the regulations of the school while on campus.

### **Dress Code**

Robeson Technical Institute stresses a standard of neatness, cleanliness, and appropriateness of attire.

Students should keep in mind that prospective employers visit the Institute and the employability of our graduates may be affected by the visitor's impressions.

With this in mind, the following regulations are given for proper dress:

1. Dress should be neat and appropriate at all times. (Appropriateness of dress will be dictated by the specific occasion.)
2. Shoes must be worn at all times on campus.
3. Caps and hats are not to be worn inside the classroom (unless required in your area of study).

### **Parking**

Adequate student parking exists on campuses. Upon entering the campus, students may park on the right or on the left side of the buildings. Students are not permitted to park in the designated visitors' parking area located on the front campus. Students' cars found improperly parked along curbs, driveways, and the visitors' parking area will be issued tickets. Repeated offenders will be counseled and repeated violations could result in the imposition of fines and towing regulations.

The speed limit when entering and leaving the institute is ten miles per hour.

### **Inclement Weather**

In the event of inclement weather, Robeson Tech will close when driving is hazardous. School officials will contact local radio stations and have them announce our plans. Students are urged not to call the news media or members of the school staff.

## **Cheating and Plagiarism**

Cheating and plagiarism are dishonest, deceiving, and both are considered serious offenses. Extreme care should be taken to see that your work measures up to a standard of honesty. Cheating and plagiarism are not the marks of competent students. Those who commit these offenses are subject to discipline of the instructor.

## **Evacuation Instructions**

Numerous natural and man-made conditions could make it necessary to evacuate the buildings from time to time. The following plans have been formulated to provide for the orderly and rapid evacuation of our buildings.

1. The alarm is a rhythmic bell signal, repeated many times.
2. All persons are to promptly leave the building at the sound of the alarm.
3. Books, materials, heavy coats should be taken only if they will not delay your exit.
4. Exit signs indicate routes for leaving the inside of all buildings.
5. Move at least 100 feet from the buildings, but do not block driveways.
6. Class groups should try to remain together to facilitate checking the evacuation of all members.
7. A signal to return to the building will be given when the way is clear.

## **Policy Governing Student Misconduct**

Students are expected to display the qualities of courtesy and integrity that characterize the behavior of ladies and gentlemen. In order to protect the rights and privileges of all students, a policy governing student misconduct has been adopted by the Board of Trustees. A copy of the complete policy is on file in the library. Upon request, students may obtain a complete copy from the Student Services office. The policy describes procedures followed in producing a reliable determination of the issues, while assuring students fairness and due process of law in any case that may terminate in ex-

pulsion. Types of student conduct considered major offenses are as follows:

#### **Rule 1. Disruption of School**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

The following illustrate the kinds of offenses encompassed here: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building, or corridor or room; (3) setting fire to or substantially damaging any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity, or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on a school campus; and (8) continuously and intentionally making noise, or acting in any manner so as to interfere seriously with the instructor's ability to conduct his class.

#### **Rule 2. Damage or Destruction of School Property**

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property, or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

#### **Rule 3. Damage or Destruction of Private Property**

A student shall not intentionally cause or attempt to cause

substantial damage to valuable private property, or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage, theft, or fraud involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

**Rule 4. Physical Abuse of a School Employee or a Student or Other Person Not Employed by the School**

A student shall not intentionally do serious bodily injury to any person:

- (1) on the school grounds during and immediately before or immediately after school hours;
- (2) on the school grounds at any other time when school is being used by a school group; or,
- (3) off the school grounds at a school activity, function, event, or a school-owned vehicle.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

**Rule 5. Weapons and Dangerous Instruments**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

- (1) on the school grounds during and immediately before or immediately after school hours;
- (2) on the school grounds at any other time when the school is being used by a school group; or,
- (3) off the school grounds at any school activity, function, or on a school-owned vehicle.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife other than small pen-knife, and other dangerous objects of no reasonable use to the student at school.

**Rule 6. Narcotics, Alcoholic Beverages, and Stimulant Drugs**

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

- (1) on the school grounds during and immediately before or immediately after school hours;
- (2) on the school grounds at any other time when the school is being used by any school group; or,
- (3) off the school grounds at a school activity, function, event, or on a school-owned vehicle.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

#### Rule 7. Conduct on School-Owned Vehicles

- (1) Students are allowed transportation on school-owned vehicles for the sole purpose of commuting to Robeson Tech, unless authorized otherwise by the Business Office.
- (2) The use of profane language, scuffling, or other actions not conducive to orderly conduct and safety of passengers is prohibited.

#### Rule 8. Sales, Solicitations, or Distributions

No sales, solicitations, or distributions of any kind shall be made at the school or at any school-sponsored activities except those which are made by school officials in the normal operation of school business or by the officials, meaning primary officers of school-sponsored activities in the normal operation of the activity. All purchases by the school or school-sponsored activities shall be conducted through the Business Manager. Those sales, solicitations or distributions which are made by school-sponsored activities must relate directly to the business of the activity. All sales or solicitations must be approved by a committee appointed by the President of the institution. This rule is meant to include all personnel which are in any way connected with the school. Any violation of this rule may result in permanent dismissal on the part of the violator.

#### Rule 9. Personal Relations

No person, whether he be a member of the student body, faculty, administration, general staff, or visitor to the school at any school function, shall be allowed to promote that which in the opinion of the Board of Trustees constitutes hatred, racial prejudice or hostility, or other forms of disharmony among the

members of the personnel of the school. Any person who is found to be guilty of such conduct shall be permanently dismissed from the school.

#### **Rule 10. Repeated School Violations**

A student shall not repeatedly fail to comply with directions of teachers or other authorized school personnel during any period of time when he is properly under the authority of personnel.

### **HELPFUL AIDS AVAILABLE TO STUDENTS**

#### **Records**

Transcripts of students' courses and grades are maintained in the office of the Registrar. Transcripts are sent to agencies or institutions upon written request of the student.

#### **Health Service**

Robeson Tech maintains no health facilities other than first aid equipment. Emergency facilities are available at Lumberton with Southeastern General Hospital, Robeson County Ambulance Service, and the Lumberton Rescue Unit nearby. In case of emergency, notify the instructor or Student Services immediately.

#### **Telephone**

Telephone calls and messages for students are handled through the office of Student Services only in cases of extreme emergencies. Pay telephones are located in the entryway near the Student Lounge and in the hallway of Building 9 (shops) in making local or long distance calls. Business telephones are not for student use in making outgoing calls.

#### **Lost and Found**

Lost and found articles are handled in Student Services. Items found should be turned in promptly. Lost items should be reported to Student Services.

#### **Alumni**

Alumni are special guests for a reunion and entertainment at the Alumni Spring Festival. This and other follow-up and

communications with graduates are done through the office of Student Services.

### **School Colors**

The school colors are royal blue and white.

### **Off and On Bulletin**

The news bulletin is published each week for students, faculty and staff, and the Board of Trustees. Anything of interest to the readers may be submitted. This is another way of keeping the R.T.I. family informed of what is going on in all areas. Copies for students are placed in the student lounge on both campuses every Monday.

## **SPECIAL SERVICES**

### **Library**

The Robeson Technical Institute Library is located near the student lounge where it is convenient to all students. The Library has a growing collection of books and audio-visual materials which are related to the degree, diploma, and enrichment programs offered by the Institute. These instructional materials are selected by the media specialists in consultation with faculty, students, and administrative personnel. The Library also subscribes to approximately 120 magazines and 12 newspapers.

All students and faculty members are encouraged to make use of the Library, which is open from 8 a.m. to 10 p.m. Monday through Thursday and from 8 a.m. to 3 p.m. on Friday. The Library is also open to persons in business, industry and the community; the public is welcome to use the facilities and to check out books and magazines at anytime.

Audio-visual equipment is also housed in the Library where it is readily available to instructors for classroom use. Students may borrow audio-visual equipment only for R.T.I.-related instructional purposes.

Loan privileges are as follows: General books, two weeks; magazines, one week; records, filmstrips, slide sets, and single-volume reference books are loaned overnight. The Library charges a 5¢ per day fine on overdue regular books and

magazines and 25¢ a day on all overnight materials. Lost books must be paid for at replacement costs. All unpaid financial obligations to the Library become a part of the student's school record until they are cleared.

### **Learning Laboratory**

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instructional materials, self-instructional units, and teaching machines. It is essentially an individual study situation, whereby a person's progress is limited primarily by his own ambition, motivation, and ability.

Any person eighteen years of age or older and out of the public schools for at least six months can enroll in the Learning Lab for any of several purposes: (1) to prepare for the high school equivalence examinations (GED), (2) to pursue the Adult High School Diploma, (3) to reduce specific educational weaknesses, (4) to upgrade for job promotion, (5) for personal satisfaction, or (6) to make up admission deficiencies for a technical institute or college. The Lab can also be used by regular R.T.I. curriculum students to supplement their regular course work when they feel help beyond the classroom is needed.

The Learning Lab is approved by the Veterans Administration. Studies toward high school completion do not count against training eligibility beyond high school.

The Learning Lab is open from 8 a.m. until 10 p.m., Monday through Thursday, and 8 a.m. until 5 p.m. on Friday. There are no charges for the services of the Learning Laboratory.

### **Student Lounge**

A grill and vending machines are located in the student lounge. In order for students to enjoy a clean place to spend leisure time, each person must place cups, wrappers, and other items of refuse in trash receptacles. Everyone is expected to do his/her part in keeping the area neat and clean at all times.

Gambling is not permitted by State Law.



## **Bookstore**

A bookstore, next to the grill, is operated by the Business Office. It is maintained for the convenience of students in purchasing necessary textbooks and supplies at minimum cost.

## **VETERANS AFFAIRS**

In order for the Veteran Affairs Office to operate effectively, it is essential that each veteran become knowledgeable of certain operating procedures.

This section of the **Handbook** is designed to explain to you some of those procedures. **Study It.** Become completely knowledgeable of its contents. Report any change in your status to the Veteran Affairs Office. This year can be a most beneficial year if you make it so.

### **General**

It is important for each veteran to know how he is certified to the VA in order that he may carry the proper credit or contact hour load to receive the benefits he expects. Each type of certification will be explained below. If you do not know your certification, please ask the Veterans' Counselor.

### **Attendance Sheets**

**All** veterans receiving VA Educational Benefits **must have** on file in the Veterans Counselor's office an attendance sheet for each month. The sheets are in a "Pick Up" box in the Student Lounge. Veterans must complete these forms and have their individual instructors initial the forms showing absences. The completed forms must then be placed in the "Deposit" box located in the Student Lounge.

### **Student Status**

In case you increase or decrease your credit hour load, you should come to the VA office and request that VA form 22-1999b be completed. It is very important that we know if you add or drop a course.

### **Support of Claim**

To claim dependents where birth certificates cannot be located, VA form 21-4138 may be used; however, a birth certificate may be required later. This form may also be used if your spouse has dependents from a previous marriage and you are now providing their support.

### **Marital Status**

If you get married, the VA should be notified immediately. This may be done in one of two different ways. You may send to the Veterans Administration form 21-686c or a copy of the marriage license.

### **VA Correspondence**

In most cases, the Veterans' Counselor **does not** receive copies of correspondence received by veterans from Winston-Salem. Please bring any copies of correspondence you receive by the Veterans' Counselor's Office for your permanent VA file. This correspondence may be returned to you upon graduation or termination if you desire.

### **Bulletin Board**

The veterans information bulletin board is located near the Book Store in the Student Lounge. Please check the bulletin board at least once weekly. General information as well as individual notices to veterans are posted there.

### **Certification Cards**

Veterans enrolled in vocational curricula, Developmental Studies curriculum, and in the High School Equivalency program will receive a white IBM Certification card with their check each quarter. This card must be **dated, signed, and turned in to the Veterans office.**

### **Tutorial Services**

Tutorial Services are available to veterans enrolled in Associate in Applied Science Degree programs. The VA will pay \$6.00 per hour up to \$60.00 per month to qualified persons to tutor students who are having trouble in curricula subjects. Approval forms and tutorial reimbursement forms are available in the Veterans' Counselor's office.

## **Termination**

The Veterans Service Officer must be notified immediately if a veteran withdraws from school. The veteran is responsible for this information reaching the Veterans Service Officer promptly.

## **Change of Program**

There are occasions when a veteran may complete a curriculum and enroll into another curriculum during the school year. When this happens, the veteran should report to the VA office and complete VA form 21E-1995. Also, if he/she transfers to another school, the school to which he/she is transferring will assist in the completion of this form.

## **\*Special Note**

VA attendance forms must be completed no later than ten days after the end of each month for the previous month. Unless this form is completed and turned in to the Veterans Office, further VA payments will not be authorized.

## **Certification Categories for Veterans**

### **Associate in Applied Science Degree:**

Veterans in this category are certified to the Veterans Administration on a credit hour basis. The VA requires a minimum of 12 credit hours for full-time benefits. Three-quarter time would be a minimum of 9 credit hours, and half-time would be a minimum of 6 credit hours. Less than 5 credit hours qualifies the veteran for only tuition and fees.

### **Vocational Curricula**

Veterans in this category are certified to the VA on a contact or class hour basis. A minimum of 12 credit hours and 22 clock hours are required for a vocational student to be full time.

### **High School Equivalency**

Veterans in this category are certified to the VA on a contact hour basis; 22 contact hours are required for full-time benefits. You are authorized 9 months on a full-time basis in the program to complete your high school GED without charge

to your eligibility. Upon completion of the GED, students should see an academic counselor to transfer into another program.

**\*Special Note**

In some cases, veterans may take electives to meet the necessary credit or contact hour load required to be full time. **Please see the Veterans Counselor before the quarter begins or during registration to insure that you have the correct number of credit hours or contact hours.**

You may check in the Student Services office or with the Veterans Counselor for any explanation of credit hours and contact hours.

Veterans receive a monthly benefit only after they have attended school for that month.

## **STUDENT GOVERNMENT ASSOCIATION**

### **CONSTITUTION**

#### **Preamble**

We, the students of Robeson Technical Institute, in order to foster a spirit of cooperation among students and faculty, coordinate and regulate student activities, maintain a high standard for the school by upholding high standards of personal conduct, promote and encourage activities for the best interest of the school, and develop good citizens through experience in government, do hereby establish this constitution for the Student Government of the Robeson Technical Institute.

#### **Article I**

##### **Names and Objectives of Organization**

###### **Section A**

The organization shall be known as the Student Government Association. There shall be a smaller body, consisting of student representatives and officers, which shall be known as the Student Council.

###### **Section B**

The purpose of the organization shall be to foster a spirit of cooperation among students and faculty; to coordinate and regulate student activities; to maintain a high standard for the school by upholding high standards of personal conduct; to promote and encourage activities for the best interest of the school; to develop good citizenship through experiences in government.

#### **Article II**

##### **Qualifications of Members**

###### **Section A**

The members of the Student Government Association shall consist of all students enrolled in curriculum credit courses who pay an activity fee.

###### **Section B**

The members of the Student Council shall consist of one representative from each curriculum and the five elected officers.

### **Section C**

The term of office for all members of the Student Council shall be one year.

### **Section D**

There shall be two faculty advisors selected by the administration of the school and approved by the Student Council.

## **Article III**

### **Officers, Their Election and Duties**

#### **Section A**

The officers of the Student Government Association shall be elected by Australian ballot during the month of October.

#### **Section B**

The representatives shall be elected by SGA members of their specific curriculums.

#### **Section C**

The duties of the President of the SGA shall be:

- (1) to acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of the organization;
- (2) to serve as chief executive officer of the organization;
- (3) to preside over all the meetings of the Executive Committee and the SGA;
- (4) to appoint, with the consent of two-thirds of the Executive Committee, all persons to fill the unexpired terms of elected officers, should vacancies occur;
- (5) to appoint, with the consent of the Executive Committee, the chairmen of all standing committees;
- (6) to serve as an ex-officio member of such committees if he so chooses;
- (7) to have knowledge of the records and monies of the organization;
- (8) to perform all other functions pertaining to the office;
- (9) to call periodic meetings of the Executive Committee and the Student Council at his discretion.

### **Section D**

The duties of the Vice-President of the SGA shall be:

- (1) to assume the duties of the President should the President, for any reason, be unable to meet his duties;
- (2) to fulfill any duties as delegated by the President;
- (3) to chair an important committee.

### **Section E**

The duties of the Secretary of the SGA shall be:

- (1) to maintain the records of the SGA;
- (2) to serve as recorder for the Executive Committee;
- (3) to distribute a copy of the minutes of the Executive Committee and the SGA meetings to all members;
- (4) to assist in all other areas that the Executive Committee may deem desirable;
- (5) to inform all members of the time and place of scheduled meetings;
- (6) to file copies of records and minutes in the office of Student Services.

### **Section F**

The duties of the Treasurer of the SGA shall be:

- (1) to receive monies from student-sponsored activities and to deliver these monies to the Business Office for deposit;
- (2) to keep a record of expenditures and receipts, and make a report of the finances at each meeting of the SGA.

### **Section G**

The duties of the Parliamentarian of the SGA shall be:

- (1) to maintain parliamentary order at the meetings of the SGA;
- (2) to serve as an advisor for any procedural problems;
- (3) to assist in all other areas that the Executive Committee may deem desirable;
- (4) to maintain adherence to the rules contained in the **Robert's Rules of Order** in all cases to which these are applicable, and in which they are not inconsistent with the bylaws of the SGA.

## **Section H**

The duties of the Representatives of the SGA shall be:

- (1) to attend all meetings and to report to the students of their respective curriculums the proceedings of the SGA meetings;
- (2) to report to the Student Council any suggestions made by the students of his or her curriculum.

## **Article IV**

### **Meetings of the Organization**

#### **Section A**

The Student Council shall meet whenever it is necessary in order to carry on the business of the SGA. The President of the SGA shall call the meetings and shall be responsible for giving proper notice to all members of the Student Council.

## **Article V**

### **Amendments**

#### **Section A**

An amendment to this constitution may be adopted by a two-thirds vote of the members of the Student Council and a three-fourths vote of the student body present and voting.

## **BY-LAWS**

### **Article I**

#### **Qualifications and Election of Officers**

##### **Section A**

The President of the SGA shall be any member of the Student Government Association.

##### **Section B**

The Vice-President of the SGA shall be any first-year student of a two-year curriculum. The Vice-President shall act as President pro tempore the following year until elections are held.



### **Section C**

The Secretary of the SGA shall be any member of the Student Government Association.

### **Section D**

The Treasurer of the SGA shall be any member of the Student Government Association.

### **Section E**

The Parliamentarian of the SGA shall be any member of the Student Government Association.

### **Section F**

The election of officers of the SGA shall be held in October. The elections shall be decided by a majority of the votes cast.

### **Section G**

To run for an office, a candidate must have signatures of at least 10% of the voting membership.

### **Section H**

Installation of officers and representatives will take place at an assembly one week after their election to office.

## **Article II**

The rules contained in **Robert's Rules of Order** shall govern in all cases to which they are not inconsistent with these by-laws.

## **Article III**

### **Amendments**

These bylaws may be amended at any regular or special meeting by a vote of two-thirds of the members present and voting, provided previous notice has been given in calling the meeting.

## **Article IV**

### **Committees and Their Duties**

#### **Section A**

There shall be an Executive Committee consisting of the

five officers of the SGA. The duties of the Executive Committee shall be as follows:

- (1) to plan the agenda, time, and place of meetings;
- (2) to call special meetings upon petition of a majority of members;
- (3) to interpret the constitution;
- (4) to maintain close liaison with the school administration and with the Student Council Advisors.

#### **Section B**

There shall be a Constitution Committee, the duty of which shall be to review the constitution periodically and to propose any changes deemed necessary.

#### **Section C**

There shall be a Publicity Committee, the duty of which shall be to inform all students of Student Government activities.

#### **Section D**

There shall be an Activities Committee, the duty of which shall be to plan activities to help promote school spirit.

## OFFICERS OF ADMINISTRATION

### Board of Trustees

I. J. Williams .....	Chairman
John L. Carter .....	Vice-Chairman
R. Craig Allen .....	Secretary

### Appointed by Commissioners of Robeson County:

### Expiration of Term

Vernon Floyd .....	June 30, 1983
Gurney S. Kinlaw .....	June 30, 1981
B. C. McBee .....	June 30, 1979
Herman Dial .....	June 30, 1985

### Appointed by Robeson County Board of Education:

John L. Carter .....	June 30, 1981
A. D. Lewis, Jr. ....	June 30, 1979
Guy P. McCormick .....	June 30, 1985
I. J. Williams .....	June 30, 1983

### Appointed by Governor of North Carolina:

Gene Ballard .....	June 30, 1979
Milton Ray Hunt .....	June 30, 1983
Glenn A. Maynor .....	June 30, 1981

### General Administrative Staff

Robert Craig Allen .....	President
Lola B. Bracey .....	Secretary
Max H. Lippard .....	Administrative Assistant
Mary P. Hughes .....	Secretary
Marie Malloy .....	Director, Community Affairs

### Business Office Staff

Russell E. Hellekson .....	Vice-President, Business Services
Carol Powers .....	Secretary
Rosa W. Cooper .....	Accountant
Lynn R. Parker .....	Assistant Accountant

Robert Hill ..... Coordinator of Equipment & Evening Programs  
Everette "Chip" Bass ..... Bookstore Manager  
Ronald Burke ..... Accounts Receivable Clerk  
Jackie A. Lovette ..... Receptionist  
Mary E. Bateman ..... Evening Receptionist

### Student Services Staff

R. Frank Leggett, Jr. ....	Vice-President, Business Services
Judy B. Conner .....	Secretary
Hardy B. Ross .....	Registrar
Cathy N. Fields .....	Secretary
Judith A. Jones .....	Director of Admissions
Sharon Rice .....	Secretary
Anna Maynor .....	Secretary
Eddie M. Locklear .....	Director of Placement & Counselor
Linda Leach .....	Secretary
Nancy L. Blue .....	Secretary
Ann Carter .....	Records Officer
Hollis Locklear .....	Veterans and Financial Aid Officer
Robert L. Ostrand .....	Veterans Representative
John Greene .....	Artist-in-Residence

### Educational Services Staff

Frederick G. Williams ....	Vice-President, Educational Services
Nell Reising .....	Secretary
J. W. Lawson .....	Dean, Degree and Diploma Programs
Georgia Langley .....	Secretary
Hubert F. Bullard, Jr. ....	Director, Occupational Education
Nancy Oakes .....	Secretary
T. Eugene Mercer .....	Director of Basic Education
Catherine Reynolds .....	Secretary
Carolyn Britt .....	Secretary
Eugenia Johnson .....	Director, Enrichment Education
Ethel G. Locklear .....	Secretary
Harold B. Thompson .....	Director, Evening Degree and Diploma Programs
Sarah C. Brown .....	Secretary
Vennie Sue Sweat .....	Secretary

### Library Staff

Lou Ann Cleveland ..... Director of Library  
Alice L. Wilkins ..... Librarian  
Margaret A. Lowry ..... Library Assistant

### Learning Laboratory

Doris P. Bartley ..... Coordinator  
James C. Taylor ..... Coordinator

### Faculty

James H. Bass, Sr. .... Machinist  
Betty M. Biggs ..... Cosmetology  
Betty Joan Bissell ..... English  
Joe Blackmon ..... Developmental Studies  
Hubert Bodiford ..... Small Gasoline Engines  
Sarah M. Britt ..... Business Education  
William S. Brown ..... Mathematics and Science  
J. Lewis Bryan ..... Machinist  
William M. Bryan, Jr. .... Welding  
Phillip Childress ..... Accounting  
William E. Coleman ..... Electrical Installation  
Ross A. Craig ..... Business Education  
James L. DeCoursey ..... Police Science  
John D. Downs ..... Business Education  
Evelyn Hunt ..... Cosmetology  
Helen K. Ivey ..... Business Education  
Vincent Lucente ..... Electrical Installation  
Silas M. McColl ..... Automotive Mechanics  
Lynda MacLeod ..... Developmental Studies  
Pauline H. McNair ..... Developmental Studies  
Eugene Madison ..... Electrical Installation  
William S. Morris ..... Radio, TV, Electronic Servicing  
Elizabeth T. Nye ..... Practical Nursing  
Kenneth W. Pauli ..... English  
George G. Pope ..... Automotive Mechanics  
Ann M. Revels ..... Business Education  
Norman Rosser ..... Masonry

Georgia Simpson .....	Business Education
Ellen Warwick .....	Business Education
Curtis K. Watson, Jr. ....	Police Science
Robert E. West .....	Mathematics
Elaine Whitfield .....	English
Virginia G. Wood .....	Developmental Studies
Charles Wright .....	Carpentry

### **Prison Program Faculty**

Henry Bruce .....	Sewing Machine Maintenance
Claude M. Lamb .....	Small Engine Repair
Julius Lowery .....	Welding
Betty K. Ruth .....	Preparatory Trade
Frances L. Scott .....	Preparatory Trade

### **Maintenance and Custodial Staff**

Stacy Bullock .....	Custodian
George F. Currie .....	Custodian
Joseph Couser .....	Custodian
Virgie Currie .....	Custodian
Boyd Humphrey .....	Supervisor, Custodian
Howard Humphrey .....	Custodian
Richard Humphrey .....	Custodian
Roy Humphrey .....	Custodian
Thomas R. Jacobs .....	Security Guard
Alton Locklear .....	Custodian
Prentis Lowery .....	Security Guard
Jasper McAllister .....	Custodian
Willie McDougald .....	Custodian
Houston McMillan .....	Custodian
Tony Mitchell .....	Custodian
Nettie Page .....	Custodian
Alma S. Robinson .....	Custodian



